

U.S Embassy Journalist and Media Training
Request for Proposals
July 2012

Background

The U.S. Embassy in Nepal regularly works with non-governmental organizations to provide journalism and media training opportunities to Nepali journalists, members of civil society, and other media professionals. Past training opportunities have varied from basic writing skills to advanced reporting techniques. Most recently, in spring 2012 the U.S. Embassy held journalism training workshops for young female journalists in remote districts in the Far West.

Program Description and Requirements

The U.S. Embassy will fund six intermediate training programs in journalism, primarily focused on women and people from underrepresented and/or rural communities. These five-day workshops will target reporters with limited experience in radio, TV, and print media or young people with a strong, demonstrable interest in journalism. Preferential consideration will be given to proposals for workshops in rural or under-represented districts.

The content of these workshops should include but is not limited to:

- Fundamentals of journalism
- Introduction to reporting
- Conceptualizing a story
- Framing & writing the story
- Field reporting
- Interview techniques
- Orientation on new trends in journalism
- Reporting review and feedback

Successful workshop proposals will include the following elements:

- An outline of the training sessions/curriculum
- A list of potential trainers
- Proposed districts/locations of training
- A plan for inviting participants, including the total number of participants
- Proposed budget breakdown

Funding

The U.S. Embassy will provide funding not to exceed \$17,000 USD for the six workshops.

Application Procedure and Deadline

For proposals to be considered, they must include the following information on the organization's letterhead:

- Organization contact information
- DUNS number (see "Eligibility" section for further details)
- Background of organization and leaders
- Project narrative
- Budget

Proposals should be submitted via email no later than August 10, 2012 to KathmanduMedia@state.gov with the subject line "Proposal for Journalism Training."

Selection Process

The U.S. Embassy will review all proposals submitted by the deadline. If additional information is required, the U.S. Embassy may contact organizations after the deadline. The U.S. Embassy will inform the selected organization no later than August 24.

Eligibility

Any non-governmental organization may submit a proposal. Cost-sharing or matching is encouraged but not required.

In order to receive funding from the U.S. Embassy, an organization must have a Data Universal Numbering System (DUNS) number. Detailed instruction on how to obtain a DUNS number at no cost is available at <http://fedgov.dnb.com/webform>.

Reporting Requirements

The selected organization will be expected to provide status updates as requested and will be required to submit a final report at the conclusion of the project. Additionally, the organization must submit all financial records to the U.S. Embassy at the close out of the project.